



NOTES FROM THE DIRECTORS

OSA OFFICE HOURS WEBINAR

Our next OSA Office Hours webinar is scheduled for tomorrow, January 26th from 9:30 - 10:30. We'll highlight the information regarding upcoming Spring test administration in this webinar. Access information for the webinar is as follows:

- From your computer, go to the [GlobalMeet login page](#).
- Choose "Enter as a guest."
- Enter your name and email address (you do NOT need to "Register").
- Click "JOIN MEETING."
- Connect audio. The preferred option is to "Call My Phone." (*A supplemental calendar invite containing a one-page audio connection reference guide will be emailed prior to the webinar.*)

If you are not able to join us, the recorded webinar will be available on our website within about a week.

~Viji

Viji Somasundaram, Director - Office of Student Assessment

WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATE

Forward Exam

- **NEW - New Resources Available on the Forward Exam Resources Webpage**
 - Sample [test times](#) and [test schedules](#)
 - 2017 [Multiple Student Upload File Layout](#)
- **REMINDER - Forward Exam Text Dependent Analysis (TDA) Sampler**
 - The English language arts (ELA) section of the Forward Exam presents students with a Text-dependent Analysis (TDA) question. A TDA is a text-based analysis, based on a single passage or a multiple passage set that each student reads during the assessment. In order to successfully answer a TDA, students must analyze and use information from the passage(s) in order to plan a comprehensive, holistic response. Students will then write their response including supporting evidence from the passage(s). DPI has released a TDA sampler that includes samples of TDA test questions, stimulus passages, and student responses.

The TDA sampler is now available on [Forward Exam sample items webpage](#).

- **REMINDER - 2018, 2019, 2020 Test Windows**
 - DPI, in collaboration with DRC, has determined the following test windows for upcoming years to make it easier for district scheduling. There dates are now available on our [calendar webpage](#).
 - 2018: March 19 – May 4
 - 2019: March 18th – May 3
 - 2020: March 23 – May 8
- **REMINDER - Online Technology Q & A Sessions -Registration links below!**
 - DRC will be hosting two more online technology Q & A sessions to ensure that districts are ready for the 2017 administration of the Forward Exam.
 - February 15, 1:00pm - 2:30pm [Register Here](#)
 - March 15, 1:00pm - 2:30pm [Register Here](#)
 - Reminder - A DTC training was held in October 2016. Please make sure you have reviewed the training before registering for the Q & A. The recorded version is available on our [website](#).
- **REMINDER - Forward Exam Accessibility Guide**
 - The 2017 Accessibility Guide is now available on the [Forward Exam Accommodations and Supports Webpage](#).
- **REMINDER - Student Information System (SIS) and Student Data Updates**
 - School districts should make sure that their local student information system (SIS) is up-to-date on **February 1**, and that data from their SIS are being regularly “pushed” through WISEdata to the DPI data warehouse.
 - In order to make uploading accommodations easier for districts, DPI and DRC have developed the following timeline:

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| February 2 | DPI creates a student demographic data file from data submitted by districts through WISEdata. |
| February 6 - February 17 | DRC prepares downloadable files for each district. Files will be delivered through eDIRECT in multiple student upload (MSU) layout and can be edited to add accommodations and correct demographic data errors. |
| February 20 - March 5 | <p>Window for districts to upload student accommodations (and any other student info changes) to eDIRECT via MSU.</p> <ul style="list-style-type: none"> ● Users can upload an unlimited number of files. Files are processed in the order they are received. New files will overwrite older files. ● Once the file is uploaded and accepted, users will be able to see the updated student information in eDIRECT. ● If a user includes accommodations that don't apply to the content area/grade level, those will be ignored and will not cause the file to be rejected. ● During this time, users will not be able to create or edit test sessions. |
| March 6 - March 10 | DRC will assign test sessions during this time. Test setup functions in eDIRECT will be unavailable to districts. |

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| March 13 - May 5 | <p>Field can access test setup.</p> <ul style="list-style-type: none"> • Test sessions can be accessed and modified, if needed/desired. • Students can be transferred among districts. • Any changes to accommodations must be made via the eDIRECT user interface (UI). (Accommodations changes cannot be made via the MSU file after March 5) • Districts/schools are responsible for adding new students to 'test sessions for new students' added via the UI. DRC will automatically add students to test sessions if the students are added via the MSU. |
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- **REMINDER - Forward Exam 2017 DAC Trainings**

- DRC and DPI will be holding DAC training sessions across the state from January 30 - February 3. The trainings will run from **9:00am – 2:00pm** each day, with lunch provided. A reminder email was sent to DACs on **1/12** with registration details. If you are a DAC and did not received this email, please email tahira.chaudary@dpi.wi.gov.

This training is limited to two registrations per district. The venues and dates are listed below. **Please register no later than end of day Wednesday, January 25, 2017.**

- **January 30-Florian Gardens and Conference Center, Eau Claire**
- **January 31-Flat Creek Inn, Hayward**
- **February 1-Tundra Lodge Conference Center, Green Bay**
- **February 2-Olympia Resort Conference Center, Oconomowoc**
- **February 3-Wilderness Resort Glacier Canyon Conference Center, Wisconsin Dells**

ACT HIGH SCHOOL ASSESSMENTS

Aspire Early High School

- **NEW - TestNav 8.8 Upgrade coming soon**
 - TestNav is the platform used for the Aspire Early High School assessment, which is computer-based.
 - We will send information about an upgrade to TestNav before the end of January.
- **REMINDER - Test Administration Training Webinars**
 - Please encourage test coordinators and technology coordinators to save the date for the following webinars. Registration links coming soon.
 - Feb 22, 2pm, Technology Readiness Webinar
 - Mar 30, 10am, Test Administration Webinar

ACT with writing and ACT WorkKeys

- **NEW - Online Practice Test for ACT**
 - [Preparing for the ACT Test Taken Online](#) is a free guide that provides instructions for taking online practice tests.
 - The online practice test for ACT was released 1/24 via an email to test coordinators.
 - This is a full length test that provides a raw score.
 - It is administered online via TestNav, the application used for Aspire test administration.
 - More information on free practice materials can be found [here](#).

- **NEW - 11th grade students taking DLM**
 - If an 11th grader is taking the alternate assessment (DLM), leave the student information in PearsonAccessNext.
 - After testing is complete, test coordinators indicate the student took the alternate assessment by entering ALT for **State Use Question #5** in PearsonAccessNext.
 - State Use Question #5
 - on #5 is where information is collected about student who do not test. See instructions starting on page 2 of [WI State and District Testing Supplement](#).
- **NEW - General PearsonAccessNext guidance for students not testing**
 - All students enrolled at your school should remain in PANext.
 - If a student is enrolled at your school but does not take the ACT, leave the student in PearsonAccessNext.
 - After testing is complete, test coordinators indicate the appropriate not tested code from the list below for **State Use Question #5** in PearsonAccessNext.
 - ALT = Participated in alternate assessment
 - PAR = Opted out of ACT by a parent/guardian
 - NLE = No Longer Enrolled – withdrew before ACT test dates
 - SAE = Student absent ACT test dates/window
 - SME = Significant Medical Emergency
 - RAE = Recently Arrived EL student
 - NET = Not enrolled in ACT tested grade (11)
 - OTH = Not tested on ACT for another reason
 - State Use Question #5 is where information is collected about student who do not test. See instructions starting on page 2 of [WI State and District Testing Supplement](#).
- **NEW - Window for Accommodations Late Consideration is now open**
 - Applicable only to newly enrolled students, newly classified juniors, newly identified disabilities, previously approved ACT accommodations, medical emergencies or sudden onset of a medical condition.
 - See ACT Approved Accommodations [Late Consideration Form](#)
- **REMINDER - Window for verifying student information is now open**
 - See email from statetesting@act.org sent on 1/17 and the [Verifying Student Information](#) guide for instructions.
 - **Deadline is January 26.**
 - Enrolling or unenrolling students during this window will automatically update the enrollment counts and materials orders for ACT.
 - To enroll or unenroll a student, follow the procedure found on page 12 of [Using PearsonAccessNext for the ACT](#).
 - A training video is available: [Managing Student Information and Entering State Use Questions](#)
 - Barcodes will generate based on students in PA^{Next} at 11:59pm on 1/26.
 - Students new to the school can be added to PA^{Next} after 1/26 up until test day.
 - Additional materials can be ordered until Feb 22 via the additional orders process coming soon.
- **REMINDER - Window for ordering WorkKeys accommodations materials is now open**
 - **Jan 16-26** Test coordinators place order for [WorkKeys accommodations materials](#).
 - A training videos is available: [Ordering Initial ACT WorkKeys Materials](#)

ACCESS for ELLs

- **UPCOMING DEADLINES**
 - **2/3/2017** - Last day to order Additional Materials
 - **2/10/2017** - Last day of testing
 - **2/17/2017** - All materials due back at DRC

Dynamic Learning Maps (DLM)

- **REMINDER-** DPI has created checklists for [Test Administrators](#) and [District Test Coordinators](#) with the required steps for the DLM assessment. We hope that you find these new tools helpful.
- **REMINDER- DLM Uploads-Users, Enrollments, and Rosters**
 - Districts should be uploading new users, enrollments (student data) and creating rosters. The [Data Management Manual](#) describes these processes. DLM has also created short tutorial videos found by topic on the [District Staff Training Resource](#) page.
 - **Users-**All test administrators must have an Educator Portal account and assigned the role of 'teacher.' This is the only role that will enroll test administrators into Moodle and provide test tickets once the window opens.
 - **Enrollment-** Districts are required to load DLM student information into Educator Portal through either the manual process or by using the Enrollment Template found on the [DLM Website](#).
 - **Rosters-** Districts must create rosters for each test administrator and for each content area assessed by that teacher. As a reminder, DLM assesses ELA and Math in grades 3-11, Science in grades 4 and 8-11 and Social Studies in grades 4, 8 and 10.
 - Rosters connect test administrators to students. Test administrators will not be able to access the Accessibility Profile or the First Contact Survey until they have been rostered to a student.
 - Students can only be placed on one roster per content area.
- **REMINDER- Districts with Students Attending State Schools, Lakeland School of Walworth County, or Syble Hopp Elementary and Secondary School of Brown County**
 - With the transition to WISEdata, these schools are now responsible for all DLM enrollment uploads. **Districts with students attending these schools, should work with these providers to ensure they have all of the relevant information for the DLM uploads.**
- **REMINDER- Required Test Administration Training- Moodle Accounts-** There have been many recent questions about Moodle accounts, we are including these reminders from September. Please remember to gain access to Moodle *prior* to attending a regional training as well as open the certificate of completion once training has been completed.
 - Test administrators are automatically assigned a [Moodle](#) account if they are assigned the 'teacher' role in educator portal. Test administrators do not receive an activation email for Moodle. Test Administrators should refer to the [Guide to DLM Required Test Administrator Training](#).
 - **New Test Administrators-** Test administrators who have not completed any DLM training must complete the new user training and pass the quiz. These modules take about 2.5 hours to complete.

- **Returning Test Administrators-** Test administrators who have previously completed the required training, must complete the refresher training, including science, and pass the quiz. These modules take about 45 minutes to complete.
- **Facilitators-** All DACs have been loaded in Moodle as a 'Facilitator'. This allows you access to the facilitated version of the new test administrator trainings, please see the [Facilitator Guide to DLM Required Test Administrator Training](#) for more information. Those with the District Test Coordinator role in Educator Portal, can request additional facilitators to be loaded into Moodle by emailing [Kristen Burton](#).

National Assessment of Educational Progress (NAEP) *Selected Schools Only*

- **REMINDER -**

The following are all of the *Prepare for Assessment* tasks that School Coordinators should be working on now and have completed by their scheduled pre-assessment review call with NAEP field staff representatives. Instructions for each of these tasks are given on MyNAEP:

- Review and verify the list of students selected for NAEP
- Complete information about how students with disabilities and English language learners will participate in NAEP
- Notify parents/guardians of sampled students
- Manage school and/or teacher questionnaires
- Plan assessment day logistics
- Encourage participation and motivate students to do their best
- Update the student list to include any new students at your school

DAC DIGEST DIGESTIBLES

| Important Dates to Remember | | |
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| January | 2-27: NAEP Prepare for Assessment tasks to be completed on MyNAEP | NAEP |
| | 6: Recommended deadline to complete enrollment/user/roster uploads for participation in spring testing | DLM |
| | 13: Recommended deadline to complete First Contact and PNP for participation in spring testing | DLM |
| | 16-26 Window for test coordinators to verify student information in PANext; Window to order WorkKeys accommodations materials. | ACT/WK |
| | 18: Online Technology Q & A Session | Forward |
| | 19-Feb 19: Data Validation Period | DLM |
| | 26: OSA Office Hours Webinar | |
| | 26: Deadline for test coordinators to verify student information in PANext - switch between ACT and WK to verify and make changes for both tests. Deadline to order WorkKeys accommodations materials. | ACT/WK |
| | 27: Deadline to re-submit accommodations requests for reconsideration | ACT |
| | 27-Feb22 Additional orders window for new students arriving after 1/26 if the overage does not suffice, and non-college reportable alternate forms. | ACT/WK |
| | 30: NAEP assessment window opens (Jan 30 - Mar 10) | NAEP |
| | 30: Forward Exam 2017 DAC Trainings (Jan 30 - Feb 3) | Forward |

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| February | 1-28: NAEP assessment window (Jan 30 - Mar 10) | NAEP |
| | 2: Test Administration Training Webinar #2 (different content from #1) Register here | ACT/WK |
| | 3: Last day to order Additional Materials | ACCESS |
| | 10: Test window closes; Return all materials | ACCESS |
| | Week of 2/13: Test coordinator receives initial shipment of nonsecure and secure materials | ACT/WK |
| | 17: Deadline for all materials to be received by DRC | ACCESS |
| | 22: Deadline to submit additional orders for test materials | ACT/WK |
| | 22: Aspire Technology Readiness Training Webinar, 2pm | Aspire |
| | 24: Deadline to complete required test administration training and security agreement before spring window before spring window | DLM |
| | 24: Deadline to mark 'Braille' in student PNP for spring window | DLM |
| | 24: Deadline to submit accommodations late consideration requests | ACT |
| | 28: Initial test date for ACT | ACT |

| Important Tasks to Remember | |
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| <input type="checkbox"/> Review and/or share information from 10/12 DTC training (recording available here) <input type="checkbox"/> Register for 2017 DAC trainings (refer to email sent on 11/28 for registration details) | Forward |
| <input type="checkbox"/> Remind test coordinators of deadlines listed above <input type="checkbox"/> Share information about materials ordering and verifying student information with test coordinators. <input type="checkbox"/> Encourage test coordinators to register for the ACT Test Administration Training Webinars. | ACT High School Assessments |
| <input type="checkbox"/> Order Additional Materials, if necessary <input type="checkbox"/> Ship back full boxes of completed test materials | ACCESS |
| <input type="checkbox"/> Update secure browser for DLM KITE Client <input type="checkbox"/> Add new users to Educator Portal <input type="checkbox"/> Encourage test administrators to complete the required test administrator training as early as possible <input type="checkbox"/> Print and distribute DLM Individual Student Reports (ISRs) | DLM |
| <input type="checkbox"/> Ensure relevant team members are aware of the information regarding reading readiness assessment at Reading Readiness Overview and Reading Readiness FAQ | Reading Readiness |

| Online Resource Highlights* | | |
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| <i>As new resources are posted to our website, we will include them here for your convenience. This is NOT an exhaustive list, but meant to highlight resources with significant relevance to our upcoming test windows.</i> | | |
| Resource | Description | Assessment |
| Technology User Guide | This user guide describes how to configure, install, manage, and troubleshoot DRC INSIGHT | Forward |
| DTC Training | Recorded District Technology Coordinator Training | Forward |
| Ordering WorkKeys Materials Guide | Instructions on how to place order for WorkKeys accommodations materials. | ACT/WorkKeys |
| Verifying Student Information in PANext | Instructions on how to verify student information in PANext (Jan 16-26) | |
| Accommodations Late Consideration Form | Form to submit late consideration for ACT approved accommodations | |

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| ACCESS for ELLs Calendar | Provides an overview of relevant 2016-17 dates | ACCESS |
| WIDA Resources | Revamped training and manuals for 2016-17 | |
| DLM Data & Results resources | A sample parent letter for distribution with ISRs A one-page guide to downloading ISR reports | DLM |
| OSA Office Hours Webinar - 11/3 recording now posted | The DAC Resources and Trainings page will house our recorded webinar, as well as the accompanying PPT | General |
| Report Card Resources | Various resources to assist in understanding, explaining, and using the 2015-16 School and District Report Card data | OEA |